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AR-D-1819

JUN 12 1952

MEMORANDUM FOR: Deputy Director/Administration

SUBJECT : Special Allowances

1. Reference is made to the staff study of 7 May 1952, prepared by the Chief, Administrative Staff (Special), proposing the establishment of a Special Allowance Section.

2. I believe that the factual background of the problem reviewed in this staff study should recognize that the Office of Personnel has been assisting Agency Offices in the establishment of special allowances for staff employees. The volume of requests for such assistance has not been sufficient to justify establishment of a special organization. We have used personnel assigned to the Personnel Research and Planning Staff who had prior experience in the administration of allowance policies and standards. These individuals have developed effective liaison with the State and Defense Departments as well as other government agencies. In addition, they have now collected a body of pertinent material issued by government sources.

3. If a special allowance section is created, a decision regarding its location should take into account the need of both the Office of Personnel as well as of the Special Contracting Officer for its services. Except for this observation, I do not believe it is appropriate for me to comment on the organizational location of such a unit, if and when one is established. Meanwhile, until a determination is made, the Office of Personnel will continue to be available for assistance in fixing special allowances.

SIGNED

MATTHEW BAIRD  
Acting Assistant Director  
(Personnel)

OPD/DCR/EL:sm

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